

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Purchase Order Approval (Staff recommends approval).

REQUESTED ACTION: Approve Purchase Order

☐ Work Session (Report Only)

DATE OF MEETING: 6/28/11

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Financial Services

BUDGET IMPACT:

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☐ N/A

HISTORY/FACTS/ISSUES:

PO Number	PO Amount	Vendor Name	PO Description
54161	\$27,000.00	CRW Systems, Inc.	Annual Technical Support & Software Maintenance (TRAKIT, eTRAKIT, & Mobile TRAK)

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

54161

TO

BUSHNELL, FLORIDA 33513-9402

June 13, 2011

CRW Systems, Inc.
2036 Corte Del Nogel, Suite 200
Carlsbad, CA 92011

DATE Building Services
DEPT.
BY *[Signature]* TCR

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
124	142-524-4600		Annual Technical Support & Software Maintenance - TRAKIT (35 users) 7/1/2011 - 6/30/2012	25,000.00	25,000.00
			Annual Technical Support & Software Maintenance - eTRAKIT web access 7/1/2011 - 6/30/2012	1,000.00	1,000.00
			Annual Technical Support & Software Maintenance - MobileTRAK 7/1/2011 - 6/30/2012	1,000.00	1,000.00
			INV# 11-275		
			TERMS:		
				TOTAL	27,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: *[Signature]* OFFICER OR DEPT. HEAD
DATE: 6/15/2011
1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

CRW Systems, Inc
2036 Corte Del Nogal
Suite 200
Carlsbad, CA 92011

(858)451-3030

www.crw.com



Please Note Our New Mailing Address
Effective January 1, 2011


INVOICE for SERVICES

 ORIGINAL

Sumter County

7375 Powell Rd, Ste. 115
Wildwood, FL 34785
(352) 689-4460

DATE	6/9/2011
PROJECT	Annual Software ...
INVOICE NO.	11-275

Description of Services	AMOUNT
Annual Technical Support and Software Maintenance -- TRAKiT (35 Users) for the period 07/01/2011 through 6/30/2012	25,000.00
Annual Technical Support and Software Maintenance -- eTRAKiT web access for TRAKiT for the period 07/01/2011 through 6/30/2012	1,000.00
Annual Technical Support and Software Maintenance -- MobileTRAK for TRAKiT for the period 07/01/2011 through 6/30/2012	1,000.00
NOTE: Annual Maintenance for the period 7/1/12 thru 6/30/13 will be \$ 27,000	
	
	Total \$27,000.00

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

CRW Systems, Inc.

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

2036 Corte Del Nogal Suite 200

City, state, and ZIP code

Carlsbad, CA 92011

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

33 : 0885659

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶ **1-12-11**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Kegan, Bob

From: AuBuchon, Rhonda
Sent: Thursday, June 09, 2011 3:08 PM
To: Kegan, Bob
Cc: Cornelius, Brad
Subject: FW: Annual Maintenance Invoice
Attachments: Sumter County 11-275.pdf; 2011 W-9.pdf

From: Jessica Ascencio [mailto:jessica@crw.com]
Sent: Thursday, June 09, 2011 2:36 PM
To: AuBuchon, Rhonda; Watson, Ed
Cc: Jessica Ascencio
Subject: Annual Maintenance Invoice

Attached please find Invoice #11-275 dated 6/9/11, for Annual Maintenance as well as our updated W-9. We are providing an updated W-9 because our address has changed as well as our name. We no longer are using CRW Associates. If you can please let your accounts payable department know it would be greatly appreciated.

If this email was sent to you in error, please notify me of the appropriate person to whom I should gladly forward this invoice to.

Please Note: Effective Jan 1, 2011 we have established the following policy with regard to collection of overdue invoices:

Our goal is to provide the best possible customer service to our valued clients. Annual Maintenance fees provide the funds that are necessary for us to continue updating and improving our products for you. These fees also ensure that you receive prompt and courteous attention from our staff throughout the year.

Payment of Invoices for Annual Maintenance are due before the beginning of the annual maintenance period.

Upon 15 days following the due date of the invoice for maintenance, we will provide a courtesy notice that the invoice is overdue, and that technical support may be suspended, at our sole discretion, when the invoice is more than 30 days past due.

Upon 30 days following the due date of the invoice for maintenance, we will notify you by email that the invoice is 30 days past due, and that technical support may be suspended immediately, at our sole discretion.

Upon 45 days following the due date of the invoice for maintenance, all technical support is suspended, and we assess a 10% late fee on the overdue maintenance invoice.

In order to re-instate technical support and maintenance after it has been suspended, we require full payment for all past due maintenance and late fees and any other outstanding invoices owed to CRW,

6/9/2011

plus all maintenance fees up to one year from the date of re-instatement

Jessica T. Ascencio
Office Administrator

CRW Systems, Inc.
2036 Corte Del Nogal Ste. 200
Carlsbad, CA 92011
858.451.3030 ext 1130